Recruiting Materials – Example 1

Date

Dear (salutation):

Influenza (“the flu”) is a common disease affecting millions of Americans each year. Some people choose to take a vaccination (*flu shot) each year to decrease their risk of getting the flu. The New Research Center together with the West Texas Research on Disease Control Center, is trying to learn more about why some people choose to get a flu shot and others do not.

Enclosed is a short survey asking questions that many help us to understand this issue. No information will be gathered that could personally identify you, and we would ask that you not put your name on the survey. By filling out and returning the survey, you may help us better understand how we can protect the people of West Texas from influenza. A return-addressed stamped envelope is provided for your convenience. Thank you for your time and consideration in helping us answer this important question.

If you have any questions, please do not hesitate to call Dr. Researcher at XXX-XXX-XXXX.

Sincerely,

Dr. Researcher
Title/University
Address
Phone Number
Recruiting Materials – Example 2
Introduction to Survey

Dr. Researcher would like to find out more about what people know about the flu vaccination and why they choose to get it or choose not to be vaccinated. There are no right or wrong answers to the questions, just what you think. This survey will take about 5 minutes of your time, and we will use the results for a research study. We will not be able to identify you individually – please do not put your name on this survey. If you would prefer not to answer a question, please leave it blank. Your participation is voluntary and you can stop at any time. Please put the survey in the envelope provided and mail it back to me. If you have any questions about this study, please call Dr. Researcher at XXX-XXX-XXXX.

Thank you for helping us with this research.

Recruiting Materials – Example 3
Oral Script

Hello, my name is Dr. Researcher and I would like to ask you some questions about hair colors and hair styles. I am working on a research study and hope that you would volunteer 5 minutes of your time to answer a few questions. This is voluntary and you do not have to answer all the questions if you do not want to and you can quit at any time. Here is the survey. I do not need your name so I will never know what your answers are. Please place your survey in the box on the table. You can keep the information sheet on the top of the survey. The information includes contact information of the researchers.

Thank you.

Recruiting Materials – Example 4
TechAnnounce

Moms & 6-Year-Olds Needed for Child Development Study

We are looking for moms and their 6-year-old children to participate in a research study on parent-child interaction and children’s development. Families will be visited in their homes by two Texas Tech research assistants. Home visits will last approximately 90 minutes to 2 hours and will include a mother-child session and a researcher-child session. Home visits can be scheduled at a convenient time for families, including evenings and weekends. Research participation is completely confidential.

Participating families receive $40 and children receive a small gift.

For more information or if you are interest in participating, please contact Dr. Researcher at doctor.researcher@ttu.edu or by phone at XXX-XXX-XXXX.
Dear (Name):

We are currently conducting a study and would like to invite you to participate.

The study is looking at how you and your child relate during games and conversations. Two research assistants will visit you and your child in your home for a visit lasting approximately 90 minutes to 2 hours. We will record some conversations between you and your child, then we will ask you to complete some surveys while your child engages in additional tasks with one of our research assistants. Home visits can be scheduled at a day and time that is convenient for you. We are available evenings and Saturdays. We know that many families have more than one child, and one of our research assistants can watch over your other children while you are participating with (subject).

To thank you for your time, you will receive $40 and your child will receive a small gift.

Please call XXX-XXX-XXXX next week if you are interested in participating in this study. You can also email us at doctor.researcher@ttu.edu.

We hope that you can help us understand more about the development of children. We look forward to working with you and your child.

Sincerely,

Dr. Researcher

Contact Information
Moms & 6-Year-Olds Wanted
Young Generation University
Department of Learning

We are currently looking for moms and their 6-year-old children to participate in our new project!

Research Assistants will visit you at your home. We will videotape conversations between you and your child and then we will engage children in a number of game-like activities. Home visits usually last about 90 minutes - 2 hours.

Families receive $40.
Participation is confidential & visits can be scheduled at a time that works best for families, including evenings and weekends.

Siblings or other children may be looked after by one of our research assistants while mothers participate in the project.

Interested?
Contact the research team at XXX-XXXX or doctor.researcher@ttu.edu
Please share your thoughts in our research project.

**What is this project studying?**
The study is called “Thinking about things in college.” This study will help us learn how students’ thinking relates to their lives. What we learn may help people, and we hope to publish this study widely to make it as beneficial as possible.

**What would I do if I participate?**
In this study, you will be asked to complete surveys. Some questions will be about you. Some questions will be about your thoughts. Some will be about how you feel and what you do.

**Can I quit if I become uncomfortable?**
Yes, absolutely. Dr. Researcher and the Protection Board have reviewed the questions and think you can answer them comfortably. However, you can stop answering the questions at any time. You can leave any time you wish. You will keep all the benefits of participating even if you stop.

**How long will participation take?**
We are asking for 45 minutes of your time.

**How are you protecting privacy?**
The questionnaires will not request any personal information to protect your privacy.

**I have some questions about this study. Who can I ask?**
- The study is being run by Dr. Researcher from the Department of Phrenology at Texas Tech University. If you have questions, you can call her at 806-742-XXX #XXX.
- TTU also has a Board that protects the rights of people who participate in research. You can ask them questions at 806-742-2064. You can also mail your questions to the Human Research Protection Program, Office of the Vice President for Research, Texas Tech University, Lubbock, Texas 79409.

**How will I benefit from participating?**
To thank you for your help, you will get credit for a class requirement. You will receive half a credit for each 30 minutes you spend with us.